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Subject: TA-55/CMR Nuclear Material Workers Retention Incentive Program

Los Alamos National Laboratory's ability to attract and retain a skilled and trained workforce with nuclear materials expertise is essential to meeting the Laboratory's National Security mission. Employees at the TA-55 and CMR facilities represent a significant portion of the Laboratory's nuclear material worker population. To retain nuclear materials expertise, Laboratory management and the Department of Energy have authorized a Retention Incentive Program for those employees at TA-55 and/or CMR who meet eligibility requirements.

Effective July 1, 2002, a non-base-building, experienced-based, retention incentive will be implemented for University of California, Los Alamos National Laboratory employees who meet all eligibility requirements and have performed on the job for one or more years. The incentive pay will be as follows:

- \$200/month with one full year of eligibility;
- \$400/month with two full years of eligibility; and
- \$500/month with three full years or more of eligibility.

The retention incentive for eligible nuclear workers at TA-55 and/or CMR will start on either July 1, 2002 or the first Monday, one year after an employee meets all of the eligibility requirements. Employees from NMT, ESA, MST, C, HSR, and other divisions who meet all of the requirements will be eligible. The incentive pay will be withdrawn when an employee no longer meets the eligibility requirements. The eligibility requirements are as follows:

- Q clearance and PSAP certification;
- Radiological Worker II qualification and unescorted access to radiological-controlled areas;
- a work assignment that requires access to a TA-55 and/or CMR radiological-controlled area;
- satisfactory job performance with no disciplinary issues; and
- UC employee status, including students (UGS, GRA, and Post Doc), but excluding managers (deputy group leader and above). Note: Contract employees are not eligible.

NMT Division, in collaboration with HR and BUS Divisions, will be responsible for administering the Retention Incentive Program. BUS/Payroll will implement the program on the Laboratory's Time and Effort system. NMT Division will review and measure recruitment and retention activity and conduct a comprehensive evaluation in 2005 to assess the effectiveness of the program and provide a recommendation on the need to continue.

NMT managers, in cooperation with sponsored organizations, are responsible for identifying eligible recipients and updating the Time and Effort system, tracking eligibility dates to ensure

appropriate application of Retention Incentive Pay, approving time and effort reporting, and reporting on the impact of the program.

Employees are responsible for keeping current on certifications and training requirements, performing satisfactorily with no disciplinary issues, and accurately reporting time and attendance.

The Laboratory is committed to the successful implementation and administration of this Retention Incentive Program. For more information on the program, see the attached list of *Frequently Asked Questions*. If you have any questions and/or comments, please submit them to Jim Balkey, NMT Deputy Division Leader, by June 27, 2002. Thank you in advance for your contribution to this effort.

Att: Frequently Asked Questions

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NMT File